

TRAINING COORDINATOR

OVERVIEW: As a Training Coordinator, you will have all the functions of an Employee (see Employee Help Files).

The Training Coordinator Role will allow the User to manage several of the Training Requirements of the Employees within the Training Group. They have two additional tasks on their Home Page, the Training Coordinator drop down list and the Training Request Management bar.

- I. **Management Tasks:** By placing the mouse on the [Training Coordinator](#) link six management tasks will appear on a drop down list: Employee, Proxy, Record Correction, Reports, Roster-Group and Schedule Request. The drop down list will look similar to this:



- A. **EMPLOYEE:** By clicking this link, a page will appear that will look similar to this:

 A screenshot of a web application page titled "Employees". At the top right, there is a "Close Window" button. Below the title, there is a search section with the text "Search by name:" followed by a text input box and a "search" button. To the left of the search section, there is a link labeled "P.O.S.T.". At the bottom of the page, there is a row of links: "All", "A", "B", "C", "D", "E", "F", "G", "H", "I", "J", "K", "L", "M", "N", "O", "P", "Q", "R", "S", "T", "U", "V", "W", "X", "Y", "Z".

1. This page allows the Training Coordinator to manage the training requirements for all Employees within the Training Group. To locate all Employees, click the [All](#) link or [A-Z](#) listing based on the last name. To search for a specific Employee, type their last name in the search by name box and click the link. By clicking the [All](#) link, a page listing all assigned Employees will appear. The screen will look similar to this:

Close Window Back

Employees

[P.O.S.T.](#) Search by name:

All [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Name	Classification	Sub-Group	Training Record	Roster	Training Request
BOST, PATRICIA	Staff Service Analyst (General)	William Penn Mott Jr. Training Center	View	Add	Submit
BREAKFIELD, CONNIE	Supervising State Park Ranger	William Penn Mott Jr. Training Center	View	Add	Submit
BURKE, JAMES	State Park Superintendent II	Unassigned	View	Add	Submit
BURKE, ROBERT	State Park Ranger	Unassigned	View	Add	Submit
BURNER, ROY	State Park Ranger	William Penn Mott Jr. Training Center	View	Add	Submit
COMBS, CHARLES	Park Maintenance Chief III	William Penn Mott Jr. Training Center	View	Add	Submit
CURRY, MICHAEL	State Park Superintendent II	Unassigned	View	Add	Submit
DANIELSON, JOANNE	State Park Superintendent II	William Penn Mott Jr. Training Center	View	Add	Submit
GARDNER, MICHELLE	State Park Superintendent I	Unassigned	View	Add	Submit

2. **Home Page:** To view the details of an Employee's Home Page, click the Employee's name. The Training Coordinator will be presented with a screen that will allow them to edit the Employee's contact information as well as their Training Group, Sub-Training Group and Primary and Alternate Supervisors. The screen will look similar to this:

Close Window Back

HOME PAGE

Name
BREAKFIELD, CONNIE

Classification
#0980: Supervising State Park Ranger

Education/License
N/A

Training Group
Training Office (068)

Sub-Group:
William Penn Mott Jr. Training Center

Email
CBREAKFIELD@parks.

Work Phone
(831) 372-4076 X

Primary Supervisor
DANIELSON, JOANNE

Alternate Supervisor
HENRY, GINGERLOU

Training Coordinator Manager
KIRSCHENMAN, GAIL

P.O.S.T. (C.P.T.) Management

Requirement 1 : Advanced Officer Training (10 hours every 24 months)

Program Title	Completed Hrs	Completion Date	Due Date	In Compliance
NIMS/SEMS Basic Course	8	3/21/2006	3/21/2008	YES
Firearms/Tactical Rifle	24	11/17/2005	11/17/2007	YES
Total Hours	32	In Compliance		

Requirement 2 : Perishable Skills (Every 24 months)


Post Subject	Required Hrs	Completed Hrs	Completion Date	Due Date	In Compliance
PSP Firearms Training	4	4	3/22/2006	3/22/2008	YES
PSP Driver Training	4	6	3/23/2006	3/23/2008	YES
PSP Arrest and Control Training	4	4	3/22/2006	3/22/2008	YES
PSP Tactical Communications	2	2	3/23/2006	3/23/2008	YES

Required Programs

Program Title	Subject	Completion Date	Repeat Interval	Due Date	Compliant
Racial Profiling	Classification	12/10/2003	60	12/10/2008	YES
Ethics Orientation for State Officials	Supervisor	Pending	24	N/A	NO
Elder and Dependent Adult Abuse - CPT Video	Classification	Pending			NO
Supervisory Course	Supervisor	Pending	72	N/A	NO
Sexual Harassment Prevention	Supervisor	Pending	24	N/A	NO
Defensive Driver Training Program	Supervisor	10/24/2003	48	10/24/2007	YES
Purchasing (Video-30 Minutes)	Supervisor	5/5/2004	24	5/5/2006	YES
Cal-Card Refresher (Video-30 Minutes)	Supervisor	5/5/2004	24	5/5/2006	YES

3. **Employee Training Record:** To view the Employee's Training Record, click the [View](#) link in the Training Record column. This screen will list all training programs and instructor hours that the Employee has completed. The screen will look similar to this:

Training Record (YAEGGER, PAMELA)


[\(download training record\)](#)

Training Programs Completed									
P.O.S.T.	Program Title	Repeat Interval(months)	Training Provider	Program Provider	Location	Completion Date	Length(hr)	Grade	Training Category
YES	Academy Director/Coordinator Workshop	N/A	N/A		Hawaii	5/6/2006	26	N/A	
NO	Advanced Carpentry Skills	N/A	N/A		Annex	3/22/2006	36	N/A	
NO	A Program Test Email	N/A	N/A		Annex	3/6/2006	24	B	Job Related
NO	A Program Attendance Roster Group	N/A	DPR	ETMS Team	Monterey	3/3/2006	0	N/A	
NO	AED	12	DPR		This old house	4/6/2005	32	N/A	
NO	Microsoft Word XP - Level I	N/A	DPR		Salinas	11/19/2003	7	N/A	Job Related
NO	Cal-Card Refresher (Classroom)(Declined)	24	DPR		Mott Training Center	10/22/2003	2	N/A	Job Required
NO	Defensive Driver Training Program	48	DPR		MTC	4/1/2003	4	N/A	Job Required
NO	Business and Fiscal, Module I	N/A	DPR		Sacramento/HQ	10/4/2000	14	N/A	Job Related
NO	Employee Benefits	N/A	DPR		Sacramento-Headquarters	9/10/1999	16	N/A	Job Required
YES	Supervisory Course	72	DPR	MTC	MTC	1/15/1999	120	Credit	Job Related

Instructor Hours for Training Programs				
P.O.S.T.	Program Title	Instructor Type	Location	Length(hr)
NO	Advanced Carpentry Skills	EMR	Annex	36
NO	AED	Firearms	This old house	32

- a. **Program Title:** If a Training Request was completed on ETMS, the Program Title will link to the details of the Employee's Training Request. This page can be printed and included with the Travel Expense Claim for reimbursement. The screen will look similar to this:

Approved

Name:	WAGY, STEVEN
Classification:	State Park Superintendent III
Training Group:	Training Section
Sub Group:	William Penn Mott Jr. Training Center
Training Provider:	DPR
DPR:	DPR
Location:	Healdsburg
Program Title:	Coastal Marine Interpretation
Training Request Is:	Upward Mobility
Justification:	I took cool in shorts
Date:	6/5/2006 - 6/10/2006
Supervisor:	HENRY, GINGERLOU
Date Approved:	3/7/2006
Supervisor Comment:	No Data
Sub-Group Manager:	HENRY, GINGERLOU
Date Approved:	3/7/2006
Sub-Group Manager Comment:	No Data
Manager:	KIRSCHENMAN, GAIL
Date Approved:	3/7/2006
Manager Comment:	No Data
Training Specialist:	LOMBARD, KARYN
Date Approved:	3/7/2006
Training Specialist Comment:	No Data
Accommodation:	Dietary
Explanation:	Lots of fish

4. **Training Roster:** To add a program to an Employee's Training Record, click the [Add](#) link in the Training Roster column. A list of all programs in the Training Catalog will be presented in an [A-Z](#) listing. The screen will look similar to this:

Training Catalog

Request to Add Program [[SUBMIT](#)] Search by Program Title:

[\[A\]](#) [\[B\]](#) [\[C\]](#) [\[D\]](#) [\[E\]](#) [\[F\]](#) [\[G\]](#) [\[H\]](#) [\[I\]](#) [\[J\]](#) [\[K\]](#) [\[L\]](#) [\[M\]](#) [\[N\]](#) [\[O\]](#) [\[P\]](#) [\[Q\]](#) [\[R\]](#) [\[S\]](#) [\[T\]](#) [\[U\]](#) [\[V\]](#) [\[W\]](#) [\[X\]](#) [\[Y\]](#) [\[Z\]](#) [\[Other\]](#)

Roster	Program Title	Program Category	P.O.S.T.
Submit	Qualified Applicator Certificate Continuing Education - General	Maintenance	False
Submit	Qualified Applicator License	Maintenance	False
Submit	Qualified Applicators Certificate	Maintenance	False
Submit	Quality Improvement Team	Management/Supervision	False
Submit	Quality Management Basics for Supervisors	Management/Supervision	False
Submit	Quality Mangement Core Staff	Management/Supervision	False
Submit	Quality Steering Council	Management/Supervision	False
Submit	Querying SQL Server	Information Technology - Software	False
Submit	QuickBooks 2002 - Level 1	Information Technology - Software	False

- a. Click the [Submit](#) link in the Roster column and complete the required information and **submit**. The page will look similar to this:

Training Attendance Roster (Individual)

Program Title: Uniform Crime Reporting

Hours:

Name:

Grade:

Click for definition
 * Training Category:

Program Location:

Training Provider:

Program Provider:

Start Date:

End Date:

- b. If the program does not exist in the [A-Z](#) listing of the Training Catalog, the Training Coordinator has the ability to add the program to the Training Catalog. By clicking the [submit](#) link **Request to Add Program** screen will appear in a pop up window. Complete all required fields and **submit**. The screen will look similar to this:

- (1) Once you click the **submit** button, the request will be sent to the System Administrator for approval and inclusion into the Training Catalog. The screen will look similar to this:

5. **Training Request:** To submit a Training Request for an Employee, click the [Submit](#) link in the Training Request column. This will display the current Training Catalog and a link to a list of programs that have been scheduled by DPR Training Groups. The screen will look similar to this:

TRAINING CATALOG

Request to add program
[\[SUBMIT \]](#)

Programs Provided by
 DPR Training Groups
[\[VIEW \]](#)

Search by Program Title:

[\[A\]](#) [\[B\]](#) [\[C\]](#) [\[D\]](#) [\[E\]](#) [\[F\]](#) [\[G\]](#) [\[H\]](#) [\[I\]](#) [\[J\]](#) [\[K\]](#) [\[L\]](#) [\[M\]](#) [\[N\]](#) [\[O\]](#) [\[P\]](#) [\[Q\]](#) [\[R\]](#) [\[S\]](#) [\[T\]](#) [\[U\]](#) [\[V\]](#) [\[W\]](#) [\[X\]](#) [\[Y\]](#) [\[Z\]](#) [\[Other\]](#)

- a. **Programs Provided by DPR Training Groups:** Click the [View](#) link to view the programs provided by DPR Training Groups. Training Coordinator can locate a program in the Training Catalog in an [A-Z](#) listing. The screen will look similar to this:

TRAINING CATALOG

Request to add program
[\[SUBMIT \]](#)

Programs Provided by
 DPR Training Groups
[\[VIEW \]](#)

Search by Program Title:

[\[A\]](#) [\[B\]](#) [\[C\]](#) [\[D\]](#) [\[E\]](#) [\[F\]](#) [\[G\]](#) [\[H\]](#) [\[I\]](#) [\[J\]](#) [\[K\]](#) [\[L\]](#) [\[M\]](#) [\[N\]](#) [\[O\]](#) [\[P\]](#) [\[Q\]](#) [\[R\]](#) [\[S\]](#) [\[T\]](#) [\[U\]](#) [\[V\]](#) [\[W\]](#) [\[X\]](#) [\[Y\]](#) [\[Z\]](#) [\[Other\]](#)

Training Request	Type	Program Title [A-Z]	Category [A-Z]
[Submit]	Out-Service	U Play	Administration
[Submit]	Out-Service	Uncovering Ventura	Resource Management
[Submit]	Out-Service	Uniform Crime Reporting	Public Safety
[Submit]	Out-Service	Unimproved Roads Workshop	Maintenance
[Submit]	Out-Service	Update on Firearms Laws	Public Safety
[Submit]	Out-Service	US Green Building Council Annual Conference	Maintenance
[Submit]	Out-Service	Use of Force and Tactics	Public Safety
[Submit]	Out-Service	Utility Management	Maintenance
[Submit]	Out-Service	Utility Vegetation Management in 2004 and Beyond	Resource Management

- (1) Click the [Program Title](#) link to view the details of the program from the Training Catalog.
- (2) In the Training Request column, the [Submit](#) link will give the User an **Out-Service Training Request Form** and the [View Schedule](#) link will give the User an In-Service Training Request Form.
 - (a) To submit an Out-Service Training Request, click the [Submit](#) link and the **Out-Service Training Request Form** will appear. Complete the required fields and click **submit**. The screen will look similar to this:

Close Window Back

OUT-SERVICE Training Request Form

** Required Field*

Name: BOST, PATRICIA

* Program Title: **Occult Crimes**

Click for definition
 * TRAINING CATEGORY: Please Select ▼

* Training Provider: Federal Agency ▼

* Program Provider:

* Program Location:

* Start Date: MM/DD/YYYY

* End Date: MM/DD/YYYY

* Program Length(Hrs): Select ▼

* State Time(Hrs): Select ▼

* Employee Time(Hrs): Select ▼

* Registration Cost: \$ 0

* Estimated Per Diem: \$ 0

* Justification:

Back submit

- (b) To submit an In-Service Training Request, click the [View Schedule](#) link. If the program is currently scheduled on the Training Schedule, the date(s) for the program will appear under the Program Title. If **No Data** appears, the program has not been scheduled. The screen will look similar to this:

Close Window Back

TRAINING CATALOG

Request to add program [[SUBMIT](#)] Search by Program Title: [search](#)

[\[A\]](#) [\[B\]](#) [\[C\]](#) [\[D\]](#) [\[E\]](#) [\[F\]](#) [\[G\]](#) [\[H\]](#) [\[I\]](#) [\[J\]](#) [\[K\]](#) [\[L\]](#) [\[M\]](#) [\[N\]](#) [\[O\]](#) [\[P\]](#) [\[Q\]](#) [\[R\]](#) [\[S\]](#) [\[T\]](#) [\[U\]](#) [\[V\]](#) [\[W\]](#) [\[X\]](#) [\[Y\]](#) [\[Z\]](#) [\[Other\]](#)

Training Request	Type	Program Title [A-Z]	Category [A-Z]
[Submit]	Out-Service	Occult Crimes	Public Safety
[Submit]	Out-Service	Off Highway Motorcycle Training	Public Safety
[Submit]	Out-Service	Office Ergonomics Workshop	Administration
[Submit]	Out-Service	Office of Grants & Legal Services Technical Assistant Workshop	Administration
[View Schedule]	In-Service	Officer Involved Shooting 6/5/2006 - 6/8/2006 (Mott Training Center) 7	Public Safety
[Submit]	Out-Service	Officer Involved Shooting Supervisory/Management Response	Public Safety
[Submit]	Out-Service	Off Road Coach Training Course	Public Safety
[Submit]	Out-Service	Off Road Driving	Public Safety
[Submit]	Out-Service	Off Road Vehicle Instructor	Public Safety
[View Schedule]	In-Service	Open Water Ocean Rescue	Public Safety
[Submit]	Out-Service	Operation Chameleon	Public Safety
[Submit]	Out-Service	Operation Snorkel	Public Safety
[Submit]	Out-Service	Ornamental Horticulture	Resource Management
[Submit]	Out-Service	Outlaw Motorcycle Gangs	Public Safety
[Submit]	Out-Service	Outstanding Receptionist	Administration
[Submit]	Out-Service	Overcoming Negativity in the Workplace	Administration

- [1] To sign up for the program, click the [Program Date](#) link and the **In-Service Training Request Form** will appear. Complete the required fields and click **submit**. The screen will look similar to this:

- c. If the program does not exist in the Training Catalog, the Training Coordinator has the ability to add the program (see Training Roster, Section b).

6. **P.O.S.T. Compliance:** To access the P.O.S.T. Compliance Report, click the [Employee](#) link within the drop down list, a page will appear that will look similar to this:

By clicking the [P.O.S.T.](#) link, a Compliance Report will appear for all State Park Peace Officers assigned to the Training Group and the status of their P.O.S.T. training. The screen will look similar to this:

<div>Close Window</div> <div>Back</div>		
P.O.S.T (C.P.T.) Compliance Report		
Name	Classification	In Compliance
DAVIS, TIMOTHY	State Park Ranger	NO
FEAZEL, STEPHEN	State Park Superintendent III	NO
FEHLING, MICHAEL	State Park Superintendent I	NO
FOSTER, ROBERT	State Park Superintendent V	YES
HEARNE, SUSAN	State Park Ranger	NO
LYNN, BRUCE	State Park Superintendent II	YES
MARTIN, DANIEL	State Park Ranger	NO
MCGAUGH, RICHARD	State Park Ranger	NO
NIXON, VALERIE	State Park Ranger	NO
NIXON JR, THOMAS	State Park Ranger	NO
SCOTT, NEIL	State Park Ranger	NO
SHERMAN, JAY	State Park Superintendent II	YES
VIANUEVA, DANIEL	State Park Ranger	NO
WOODS, STEVEN	State Park Ranger	NO

- a. To see the specific details of an Employee's Compliance Report, click the Employee's name and you will be linked to their P.O.S.T. Management screen. The screen will look similar to this:

Close Window

FEHLING, MICHAEL					
P.O.S.T. (C.P.T.) Management					
Requirement 1 : Advanced Officer Training (10 hours every 24 months)					
Program Title	Completed Hrs	Completion Date	Due Date	In Compliance	
P.O.S.T. Video - Recognizing, Reporting, and Preventing Terrorism	2	4/12/2005	4/12/2007	YES	
Elder and Dependent Adult Abuse - CPT Video	2	2/2/2005	2/2/2007	YES	
Management Course	104	1/13/2005	1/13/2007	YES	
Total Hours	108	In Compliance			
Requirement 2 : Perishable Skills (Every 24 months)					
Program Title	Required Hrs	Completed Hrs	Completion Date	Due Date	In Compliance
PSP Firearms Training	4	4	4/23/2004	4/23/2006	YES
PSP Driver Training	4	4	3/3/2005	3/3/2007	YES
PSP Arrest and Control Training	4	4	12/10/2004	12/10/2006	YES
PSP Tactical Communications	2	2	12/17/2003	12/17/2005	NO

- B. **PROXY**: A Training Coordinator has the ability to assign another user to perform their function within the ETMS. A Training Coordinator is allowed only one Proxy at a time.
- To activate a Proxy, do the following:
 - Click the **Proxy** link in the drop down list.

- (b) Select an Employee from the list and click **add**. This Employee is now the Proxy for your role.
2. The Proxy can be deactivated by the Training Coordinator or the Employee designated as Proxy. To deactivate, click the Proxy's name and click **Deactivate**.
- C. **RECORD CORRECTIONS**: Employees have the ability to request a correction to a program on their Training Record. The Training Coordinator will be notified via email of a pending Record Correction request and **Action Needed!** will appear under the [Record Correction](#) link. The screen will look similar to this:



By clicking the [Record Correction](#) link within the Training Coordinator drop down list, a screen will appear that will look similar to this:

<input type="button" value="Close Window"/>		
Name	Program Title	Program Date
WAGY, STEVEN	PSP - Driver Training	3/1/2006-3/1/2006

1. Click the link under the Program Title column. The screen will look similar to this:

Close Window

	Current Record	Modified Record
Program Title:	Academy Director/Coordinator Workshop	Academy Director/Coordinator Workshop
Hours:	40	40
Grade:	N/A	N/A
Training Category:	Job Related	Job Related
Program Location:	Sacramento	Sacramento
Program Provider:		
Start Date:	10/24/2005	10/24/2005
End Date:	10/28/2005	10/28/2005
Employee Comment:	Testing!	
Supervisor Comment:	Testing!	
Comment:	<input type="text"/>	
Approval:	<div> <div> Approve to Modify Approve to Modify Approve to Delete Record Disapproved </div> <input type="button" value="submit"/> </div>	

- a. **Current Record:** Displays the current Training Record.
- b. **Modified Record:** Displays the modified Training Record with Employee and Supervisor comment. The Training Coordinator has the final approval authority for all Out-Service Training Record Corrections. Include a comment and select the appropriate action from the drop down list and **submit**.

- D. [REPORTS](#): This will allow the User to run certain standard reports for Employees within their Training Group. By clicking the [Reports](#) link within the Training Coordinator drop down list, a screen will appear with several standard reports. The screen will look similar to this:

Close Window Back

Report Management

[90 Day Evaluation](#)

[POST Compliance Report - By Sub Training Group - Classification](#)

[Program Compliance Report](#)

[COST For Out-Service](#)

[Instructor Type](#)

- E. [ROSTER-GROUP](#): To submit a new Group Training Attendance Roster for a completed program, click the [Roster-Group](#) link. The screen will look similar to this:

Close Window Back

Request to Add Program
[\[SUBMIT \]](#)

Search by Program Title:
 [search](#)

Completed Training Attendance Rosters
[View](#)

[\[A\]](#) [\[B\]](#) [\[C\]](#) [\[D\]](#) [\[E\]](#) [\[F\]](#) [\[G\]](#) [\[H\]](#) [\[I\]](#) [\[J\]](#) [\[K\]](#) [\[L\]](#) [\[M\]](#) [\[N\]](#) [\[O\]](#) [\[P\]](#) [\[Q\]](#) [\[R\]](#) [\[S\]](#) [\[T\]](#) [\[U\]](#) [\[V\]](#) [\[W\]](#) [\[X\]](#) [\[Y\]](#) [\[Z\]](#) [\[Other\]](#)

Program Title	Program Category	P.O.S.T.
-------------------------------	----------------------------------	--------------------------

1. Locate a program by the [A-Z](#) listing or the search function. The screen will look similar to this:

Close Window Back

Request to Add Program
[\[SUBMIT \]](#)

Search by Program Title:
 [search](#)

Completed Training Attendance Rosters
[View](#)

[\[A\]](#) [\[B\]](#) [\[C\]](#) [\[D\]](#) [\[E\]](#) [\[F\]](#) [\[G\]](#) [\[H\]](#) [\[I\]](#) [\[J\]](#) [\[K\]](#) [\[L\]](#) [\[M\]](#) [\[N\]](#) [\[O\]](#) [\[P\]](#) [\[Q\]](#) [\[R\]](#) [\[S\]](#) [\[T\]](#) [\[U\]](#) [\[V\]](#) [\[W\]](#) [\[X\]](#) [\[Y\]](#) [\[Z\]](#) [\[Other\]](#)

Program Title	Program Category	P.O.S.T.
Defensive Driver Training Program	Administration	False
Defensive Tactics Instructor	Instructor Training	True
Defensive Tactics Instructor Refresher	Instructor Training	True
Defensive Tactics Instructor Update	Public Safety	True
Defensive Tactics Instructor, Lead	Instructor Training	False
Defensive Tactics Instructor-Baton	Instructor Training	True
Defensive Tactics Introduction	Public Safety	False
Defensive Tactics Training and Qualification	Public Safety	False
Defensive Tactics, Straight Baton	Public Safety	True
S&K Defensive Tactics Update	Public Safety	True
Verbal Judo Defensive Tactics	Public Safety	False

2. Click the [Program Title](#) link to bring up the Training Attendance Roster (Group). The screen will look similar to this:

- a. Complete all required fields and **submit**. The screen will look similar to this:

NOTE: The program will now be listed on your Completed Training Attendance Roster database.

Last Name	First Name	Classification	Employer

ADD to Roster

Hold down <Ctrl> to select multiple Employees

- AARSTAD, BYRON : Groundskeeper
- AASEN, JOANNE : Guide I Historical M
- ABLES, RICHARD : Park Maintenance Wor
- ABMA, ERIC : Lifeguard
- ABRAHAM, JOHN-PAUL : Senior Maintenance A
- ABSHER, ELLEN : State Park Interpret
- ACEITUNO, CHRISTINA : Staff Services Manag
- ACKERMANN, NICOLE : State Park Ranger
- ACKHOFF, PETER : Lifeguard II (Season
- ADAMA, DALE : Lifeguard
- ADAMACHE, DERRICK : Firefighter/Security
- ADAMS, ALLEN : Maintenance Aide (Se
- ADAMS, JACK : Maintenance Aide (Se
- ADAMS, KAREN : Associate Landscape
- ADAMS, KELLY : Lifeguard I (Season
- ADAMS, RICHARD : FORESTER I/NONSUP
- ADAMS, ROBIN : Park Aid -Seasonal-
- ADAMS, TANIA : Senior Park Aid (Sea
- ADAMS, WESLEY : Park Maintenance Ass
- ADAMSON, KIM : Park Aid -Seasonal-

NO DATA

ADD to Roster

REMOVE

- b. **Step 1:** Select the Employees that attended the program and click **ADD to Roster**. To add non-Department Employees, complete all required fields and click **ADD to Roster**. To

remove an Employee, highlight their name and click **Remove**. The screen will look similar to this:

Close Window **STEP 1 OF 3** [[Go To Next Step](#)]

Training Attendance Roster (Defensive Driver Training Program: 5/2/2006 - 5/2/2006)

Non-Department Trainee(s)			
Last Name	First Name	Classification	Employer
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Hold down 'Ctrl' to select multiple Employees

AARSTAD, BYRON : Groundskeeper
AASEN, JOANNE : Guide I Historical M
ABLES, RICHARD : Park Maintenance Wor
ABMA, ERIC : Lifeguard
ABRAHAM, JOHN-PAUL : Senior Maintenance A
ABSHER, ELLEN : State Park Interpret
ACEITUNO, CHRISTINA : Staff Services Manag
ACKERMANN, NICOLE : State Park Ranger
ACKHOFF, PETER : Lifeguard II (Season
ADAMA, DALE : Lifeguard
ADAMACHE, DERRICK : Firefighter/Security
ADAMS, ALLEN : Maintenance Aide (Se
ADAMS, JACK : Maintenance Aide (Se
ADAMS, KAREN : Associate Landscape
ADAMS, KELLY : Lifeguard I (Seasona
ADAMS, RICHARD : FORESTER I/NONSUP
ADAMS, ROBIN : Park Aid -Seasonal-
ADAMS, TANIA : Senior Park Aid (Sea
ADAMS, WESLEY : Park Maintenance Ass
ADAMSON, KIM : Park Aid -Seasonal-

----->>>>>

Hold down 'Ctrl' to select multiple Employees

YUNE, DENNIS : Non-Department
DEBELLIS, TOM : Non-Department
BOST, PATRICIA : Staff Service Analys
COMBS, CHARLES : Park Maintenance Chi
BABCOCK, DAVID : Guide I Historical M

<<<<<<<-----

- c. Once all of the Employees who have attended the training are added, click the [\[Go to Next Step\]](#) link to complete grade, hours and training category. The screen will look similar to this:

Training Attendance Roster (Defensive Driver Training Program: 5/2/2006 - 5/2/2006)

Select the appropriate GRADE, HOURS and TRAINING CATEGORY for each Employee.

Step 2 of 3

#	Name	Classification	Grade	Hours	Training Category	
1	YUNE, DENNIS	Surfer	N/A ▼	4 ▼	Job Related ▼	Delete
2	DEBELLIS, TOM	Consultant	N/A ▼	4 ▼	Job Related ▼	Delete
3	BOST, PATRICIA	Staff Service Analyst (General)	N/A ▼	4 ▼	Job Related ▼	Delete
4	COMBS, CHARLES	Park Maintenance Chief III	N/A ▼	4 ▼	Job Related ▼	Delete
5	BABCOCK, DAVID	Guide I Historical Monument	N/A ▼	4 ▼	Job Related ▼	Delete

- d. From the drop down lists select the appropriate Grade, Hours and Training Category and **submit**. The screen will look similar to this:

Training Attendance Roster (Defensive Driver Training Program: 5/2/2006 - 5/2/2006)

Select the appropriate GRADE, HOURS and TRAINING CATEGORY for each Employee.

Step 2 of 3 [[Go To Next Step](#)]

#	Name	Classification	Grade	Hours	Training Category	
1	YUNE, DENNIS	Surfer	Credit	4	Job Related	Delete
2	DEBELLIS, TOM	Consultant	Credit	4	Job Related	Delete
3	BOST, PATRICIA	Staff Service Analyst (General)	Credit	4	Job Related	Delete
4	COMBS, CHARLES	Park Maintenance Chief III	Credit	4	Job Related	Delete
5	BABCOCK, DAVID	Guide I Historical Monument	Credit	4	Job Related	Delete

- e. Click the [Go to Next Step](#) link to select the Instructors and number of hours taught. The screen will look similar to this:

Training Attendance Roster (Defensive Driver Training Program: 5/2/2006 - 5/2/2006)

Enter Instructor(s) Step 3 of 3

Training Program Department Instructors			
Name	Instructor Type	Hours	
Please Select		Pending	

Training Program NON-Department Instructors					
Last Name	First Name	Classification	Instructor Type	Hours	Employer
			Carpentry Skills	4	<input type="button" value="submit"/>

- f. **Department Instructors:** By selecting a Department Instructor from the drop down list, a screen will appear that looks similar to this:

Training Attendance Roster (Defensive Driver Training Program: 5/2/2006 - 5/2/2006)

Enter Instructor(s) Step 3 of 3

Training Program Department Instructors			
Name	Instructor Type	Hours	
WAGY, STEVEN : State Park Superintendent III	Driver Awareness	4	<input type="button" value="submit"/>
	Driver Awareness		
	Driver Training		

Training Program NON-Department Instructors					
Last Name	First Name	Classification	Instructor Type	Hours	Employer
			Carpentry Skills	4	<input type="button" value="submit"/>

- g. Wait for Instructor Type and Hours to load, then select and **submit**. Repeat this process to add additional Department Instructors.
- h. To add Non-Department Instructors, complete all required fields and **submit**. Repeat this process to add additional Non-Department Instructors. The screen will look similar to this:

Training Attendance Roster (Defensive Driver Training Program: 5/2/2006 - 5/2/2006)
 Enter Instructor(s) Step 3 of 3 [[Click Here to Finalize the Attendance Roster](#)]

Training Program Department Instructors		
Name	Instructor Type	Hours
Please Select		Pending

Training Program NON-Department Instructors					
Last Name	First Name	Classification	Instructor Type	Hours	Employer
			Carpentry Skills	4	

Training Program Department Instructors					
Name	Classification	Hours	Instructor Type	Employer	
WAGY, STEVEN	State Park Superintendent III	4	Driver Awareness	DPR	Delete

Training Program NON Department Instructors					
Name	Classification	Hours	Instructor Type	Employer	
SMITH, TOM	Driver	4	Driver Awareness	CHP	Delete

- i. Click the [\[Click Here to Finalize the Attendance Roster\]](#) link to view the completed roster for this program. The screen will look similar to this:

Training Attendance Roster (Group)
 (Defensive Driver Training Program: 5/1/2006 - 5/1/2006)

Old Training Attendance Rosters [View](#)

Permanent Trainee(s)				
Name	Classification	Hours	Grade	Training Category
BOST, PATRICIA	Staff Service Analyst (General)	4	Credit	Job Related
COMBS, CHARLES	Park Maintenance Chief III	4	Credit	Job Related

Non - Permanent Trainee(s)				
Name	Classification	Hours	Grade	Employer
DEBELLIS, TOM	Consultant	4	Credit	Self-Employed
YUNE, DENNIS	Surfer	4	Credit	Self-Employed

Training Program Instructor(s)				
Name	Instructor Type	Classification	Hours	Employer
WAGY, STEVEN	Driver Awareness	State Park Superintendent III	4	DPR
SMITH, TOM	Driver Awareness	Consultant	4	CHP

3. To access your Completed Training Attendance Roster database, click the [View](#) link. The screen will look similar to this:

<div> <div>Close Window</div> <div>Back</div> </div>				
Training Attendance Roster (Group)				
[A] [B] [C] [D] [E] [F] [G] [H] [I] [J] [K] [L] [M] [N] [O] [P] [Q] [R] [S] [T] [U] [V] [W] [X] [Y] [Z] [Other]				
Program Title	Start Date	End Date	# of Trainees on Roster	
Academy Director/Coordinator Workshop	4/1/2006	4/6/2006	2	Add Trainee
Administrative Workshop	5/17/1993	5/19/1993	1	Add Trainee
Administrative Workshop	9/24/2001	9/26/2001	34	Add Trainee
Adobe Photoshop - Level I	11/19/2003	11/19/2003	1	Add Trainee
Adobe Photoshop - Level I	8/18/2003	8/19/2003	1	Add Trainee
Adobe Photoshop - Level I	9/1/2003	9/2/2003	1	Add Trainee
Adobe Photoshop - Level I	4/22/2004	4/23/2004	1	Add Trainee
Adobe Photoshop - Level I	2/4/2004	2/5/2004	1	Add Trainee
Adobe Photoshop - Level II	2/25/2004	2/26/2004	1	Add Trainee
Adobe Photoshop - Level II	4/26/2004	4/27/2004	1	Add Trainee

- a. **Program Title:** Click the [Program Title](#) link to view description from the Training Catalog.
 - b. **Start/End Date:** Start/End date of the Program.
 - c. **# of Trainees on Roster:** Shows the number of Trainees who completed the program.
 - d. **Add Trainee:** By clicking the [Add Trainee](#) link, the Training Coordinator can add additional Trainees and Instructors to the Roster.
 - e. **Delete Roster:** By clicking the [Delete Roster](#) link, the Training Coordinator can delete a roster if no Trainees have been added to the roster.
4. **Request to Add Program:** Click the [SUBMIT](#) link to add a program to the Training Catalog.
- F. **SCHEDULE REQUEST:** This will allow the Training Coordinator to request that a Training Program held by their Training Group be listed on the Training Schedule. Employees from other Training Groups will be able to submit an Out-Service Training Request to attend that program.

1. To submit a Training Schedule Request, click the [Schedule Request](#) link within the drop down list. The screen will look similar to this:

IN-SERVICE TRAINING SCHEDULE REQUEST

Request to add Program [[SUBMIT](#)]

Program Title	11550 Drug Recognition Course
Start Date:	<input type="text"/> MM/DD/YYYY
End Date:	<input type="text"/> MM/DD/YYYY
Training Request Due Date :	<input type="text"/> MM/DD/YYYY
Training Group :	Training Office (068)
Comment :	<div style="border: 1px solid #ccc; height: 40px;"></div>

- a. Complete all required fields and **submit**. Under Comment include all pertinent information that is required for an Employee to attend the program such as location, program agenda, required equipment, etc.

NOTE: To modify or cancel this program, contact the System Administrator.

II. TRAINING REQUEST MANAGEMENT: To manage all Out-Service Training Requests for all Employees within their Training Group, a task bar called **TC(Training Office (068)):IN-OUT(0)** is located on their Home Page. There are two links that allow the Training Coordinator access to all In-Service and Out-Service Training Requests.

- A. **In-Service Training Request:** By clicking the [IN](#) link, the Training Coordinator can view the status of all In-Service Training Requests for Employees within the Training Group. The screen will look similar to this:

[Home](#) [Back](#)

Training Request Management (TRAINING COORDINATOR)

[\[Pending \]](#) [\[Approved \]](#) [\[Not Approved \]](#) By Name: [Search](#)

Page : [1](#)

In-Service Training

	Submit Date	Name	Classification	Program	Program Date	Sup. App.	MG App.	TS App.	Rank
Detail	5/10/2006	WAGY ,STEVEN	State Park Superintendent III	Lifeguard Training -	6/10/2006 - 6/17/2006	Approved	Pending	Pending	Pending
Detail	5/10/2006	WAGY ,STEVEN	State Park Superintendent III	Lifeguard Training -	6/20/2006 - 6/27/2006	Approved	Pending	Pending	Pending
Detail	5/4/2006	WAGY ,STEVEN	State Park Superintendent III	Lifeguard Training -	6/20/2006 - 6/27/2006	Approved	Pending	Pending	Pending

NOTE: The link defaults to the Pending In-Service Training Request.

1. [\[Pending\]](#): This link displays all Training requests that are pending action.
2. [\[Approved\]](#): This link displays all Training Requests that have been approved.
3. [\[Not Approved\]](#): This link displays all Training Request thats have not been approved.
4. [Detail](#): This link displays the Training Request details.
5. **Search by Employee Name:** The Training Coordinator has the ability to view all Training Requests that have been submitted by an Employee. Select the Employee from the drop down list and click the [Search](#) link.
6. **Page:** Each page displays ten records at a time. To view additional records click on the page number link(s).

- B. **Out-Service Training Request:** By clicking the link, the Training Coordinator can view all Pending, Approved and Not Approved Training Requests. The screen will look similar to this:

[Home](#) [Back](#)

Training Request Management (TRAINING COORDINATOR)

[\[Pending \]](#) [\[Approved \]](#) [\[Not Approved \]](#) By Name: [Search](#)

Out-Service Training ([Pending](#))

Submit Date	Name	Classification	Program	Program Date	Approval	Comment
No Data!						

NOTE: The link defaults to the Pending Out-Service Training Request.

1. [\[Pending\]](#): Displays all Training requests that are pending action by the Training Coordinator. The screen will look similar to this:

1

[Home](#) [Back](#)

Training Request Management (TRAINING COORDINATOR)

[\[Pending \]](#) [\[Approved \]](#) [\[Not Approved \]](#)
 By Name: [Search](#)

Out-Service Training (Pending)

	Submit Date	Name	Classification	Program	Program Date	Approval	Comment
Detail	5/9/2006	WAGY, STEVEN	State Park Superintendent III	A.L.R.T. - Beach Driving	7/3/2006 - 7/7/2006	Pending	<input type="text"/>

[submit](#)

- a. [Detail](#): This link displays the details of the Employee Training Request.
 - b. **Approval Action**: From the drop down list in the Approval column, the Training Coordinator can Approve or Not Approve the Training Request. If Not Approve is selected, the Training Coordinator must provide a comment.
 - c. **Submit**
2. [\[Approved\]](#): This link displays all Training Requests that have been approved by the Training Coordinator.
 3. [\[Not Approved\]](#): This link displays all Training Request that have not been approved by the Training Coordinator.
 4. **Search by Employee Name**: The Training Coordinator has the ability to view all Training Requests that have been submitted by an Employee. Select the Employee from the drop down list and click the [Search](#) link.
 5. **Page**: Each page displays ten records at a time. To view additional records click on the page number link(s).